

Pre-Proposal Conference

SPO500-13-Q-0002

U.S. Consulate Ponta Delgada

March 26, 2013

10:00 a.m.

Pre-Proposal Conference was held around 10:30 in the Conference Room of the U.S. Consulate in Ponta Delgada.

The list of presences is as follows:

Gary Edwards	U.S. Embassy, Lisbon	<u>edwardsgd@state.gov</u>
Victor Madeira	U.S. Embassy, Lisbon	<u>madeiravm@state.gov</u>
Ricardo Mourão	SEGMA	<u>rmourao@eda.pt</u>
Tiago Costa	FACIL	<u>tiagocosta120@facil.pt</u>
Luis Filipe	FACIL	<u>luis.filipe@facil.pt</u>

From the list of Prospective Quoters (attached) the following companies were not present:

AMT- Sotecnica Açores

Barloworld STET

After the initial introduction all group went down to the Consulate Parking lot where visitors had the opportunity to visualize the generator and collect all the information on the equipment to be maintained.

Back in the Conference Room, Victor Madeira informed the offerors that all the questions and answers presented in this conference would be disseminated to all the prospective offerors as well as all questions and respective answers that may be sent in the future in writing. Present potential offerors were also informed that any changes to the original solicitation should only be made via written amendment and would have to be acknowledged as received as part of their proposal package. All offerors will have access to equal information.

All presents were informed how they could read in full all the solicitation and contract clause by accessing www.statebuy.state.gov

Name and role of the CO- Anthony Loh and COR- Gary Edwards was provided in the conference.

Victor Madeira explained the contents of the solicitation calling the attention to the importance of reading carefully all the solicitation and following the instructions on SECTION 3- Solicitation Provisions and filling in Section 5- Representations and Certifications when preparing their proposals.

A few questions were made and responded:

Q1. What is the generator gasoil tank capacity?

A. Approximately 200 liters

Q2. Who is responsible to fill the gasoil tank?

A. The Consulate General

Q3. Is it mandatory to conduct the engine load test using a load bank or can it be done by simulating a full power cut for the entire Consulate Office?

A. No it is not mandatory to use a load bank. Engine load test can be done by simulating a full power cut for the entire Consulate Office if approved and scheduled in advance by the COR.

Q4. Can proposals be sent only by electronic mail?

A. No. Proposals shall be received in a closed envelope in paper format on or before 4:00 p.m. Lisbon local time on April 5, 2013.

Conference was terminated at 12:00.



Victor Madeira

April 2nd, 2013